

## Parent and Family Engagement Plan for the 2024-2025 School Year

School Name: Buddy Taylor Middle School

I, Cara Cronk (principal), do hereby certify that all facts, figures, and representations made in this Title I Parent and Family Engagement Plan are true, correct, and consistent with the statement of assurances for these waivers. Furthermore, all applicable statutes, regulations, and procedures; administrative and programmatic requirements; and procedures for fiscal control and maintenance of records will be implemented to ensure proper accountability for the expenditure of funds on this project. All records necessary to substantiate these requirements will be available for review by appropriate local, state and federal staff. I further certify that all expenditures will be obligated on or after the effective date and prior to the termination date of the project. Disbursements will be reported only as appropriate to this project, and will not be used for matching funds on this or any special project, where prohibited.

### Title I, Part A: Improving Basic Programs Operated by Local Educational Agencies Assurances

**Assurance 1: Cross Coordination:** The school assures that it will coordinate and integrate services provided under Title I with other educational services at the individual school level, such as services for English learners, children with disabilities, migratory children, American Indian, Alaska Native, Native Hawaiian children, and homeless children and youths, to increase program effectiveness, eliminate duplication, and reduce fragmentation of the instructional program. [Section 1112(c)(4)]

**Assurance 2: Certification:** The school assures that all teachers and paraprofessionals working in a program supported with funds under Title I meet applicable state certification and licensure requirements, including any requirements for certification obtained through alternative routes to certification [Section 1112(c)(6)]

**Assurance 3: Parents Right-To-Know:** The school assures parents are notified appropriately according to the "Parents' Right-To-Know" provision. [Section 1112(e)(1)(A-B)]

**Assurance 4: Collaboration:** The school assures that its plan was developed with timely and meaningful consultation with teachers, the principal, other school leaders, paraprofessionals, specialized instructional support personnel, administrators (including administrators of programs described in other parts of this Title), other appropriate school personnel, and with parents of children in schools served under Title I. [Section 1112(a)(1)(A)]

**Assurance 5: Parent Consultation:** The school assures that in order to receive parent and family engagement funds under section 1116 the school will conduct outreach to all parents and family members and implement programs, activities, and procedures for the involvement of parents and family members in programs assisted under Title I consistent with section 1116. Such programs, activities, and procedures shall be planned and implemented with meaningful consultation with parents of participating children. [Section 1116(a)(1)]

**Assurance 6: School Parent and Family Engagement Plan:** The school assures that the following requirements outlined in section 1116(b)(1)-(3) are met: (1) School served under this part shall jointly develop with, and distribute to, parents and family members of participating children a written parent and family engagement plan, agreed on by such parents, that shall describe the means for carrying out the requirements of section 1116(c)-(f). Parents shall be notified of the plan in an understandable and uniform format and, to the extent practicable, provided in a language the parents can understand. Such plan shall be made available to the school community and updated periodically to meet the changing needs of parents and the school; (2) If the school has a parent and family engagement plan that applies to all parents and family members; and (3) If the plan under section 1112 is not satisfactory to the parents of participating children, the school shall submit any parent comments with such plan for when LEA submits its plan to the state. [Section 1116(b)]

**Assurance 7: Plan Involvement:** The school assures that it shall meet the following requirements outlined in section 1116(c)(1)-(5): (1) Convene an annual meeting, at a convenient time, to which all parents of participating children shall be invited and

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encouraged to attend, to inform parents of their school's participation under this part and to explain the requirements of this part, and the right of the parents to be involved; (2) offer a flexible number of meetings, such as meetings in the morning or evening, and may provide, with funds provided under this part, transportation, child care, or home visits, as such services relate to parental involvement; (3) involve parents, in an organized, ongoing, and timely way, in the planning, review, and improvement of programs under this part, including the planning, review, and improvement of the school parent and family engagement plan and the joint development of the schoolwide plan under section 1114(b), except that if a school has in place a process for involving parents in the joint planning and design of the school's programs, the school may use that process, if such process includes an adequate representation of parents of participating children; (4) provide parents of participating children — (A) timely information about programs under this part; (B) a description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure student progress, and the achievement levels of Florida's challenging academic standards; and (C) if requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any such suggestions as soon as practicably possible; and (5) if the schoolwide plan, under section 1114(b), is not satisfactory to the parents of participating children, submit any parent comments on the plan when the school makes the plan available to the LEA. [Section 1116(c)]

**Assurance 8: Shared Responsibilities for Student Achievement:** The school assures that the following requirements outlined in section 1116(d)(1)-(2) are met: as a component of the school-level parent and family engagement plan developed under subsection the school served under this part shall jointly develop with parents for all children served under this part a school-parent compact that outlines how parents, the entire school staff, and students will share the responsibility for improved student academic achievement and how the school and parents will build and develop a partnership to help children achieve Florida's challenging academic standards. Such compact shall — (1) describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables the children served under this part to meet the Florida's challenging academic standards, and the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom; and participating, as appropriate, in decisions relating to the education of their children and positive use of extracurricular time; and (2) address the importance of communication between teachers and parents on an ongoing basis through, at a minimum — (A) parent-teacher conferences in elementary schools, at least annually, during which the compact shall be discussed as it relates to the individual child's achievement; (B) frequent reports to parents on their children's progress; (C) reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and (D) ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand. [Section 1116(d)]

**Assurance 9: Building Capacity for Involvement:** To assure the effective involvement of parents and to support a partnership among the school involved, parents, and the community to improve student academic achievement, each school funded under Title I will meet the provisional requirements as outlined in section 1116(e)(1)-(5) and (14). [Section 1116(e)]

**Assurance 10: Accessibility:** In carrying out the parent and family engagement requirements under Title I, to the extent practicable, the school shall provide opportunities for the informed participation of parents and family members (including parents and family members who have limited English proficiency, parents and family members with disabilities, and parents and family members of migratory children), including providing information and school reports required under section 1111 in a format and in a language such parents understand. [Section 1116(f)]

**Assurance 11: Supplement, Not Supplant Methodology:** The school assures that it will be in compliance stipulated in paragraph (1) concerning supplement and not supplant requirements in its Title I expenditures.

**Assurance 27: Schoolwide Programs:** The school will ensure that as it's operating a Schoolwide Programs under Title I, Part A, it will develop and implement a Schoolwide program plan that is developed in compliance with all requirements per section 1114(b).

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Signature of Principal: \_\_\_\_\_ Date: \_\_\_\_\_

**Describe the school's plan to create their PFEP jointly with parents and family members and where parents can access this plan during the school year.**

Building on initiatives established in the 23-24 SY, we will start seeking input on our PFEP with every stakeholder engagement event. In addition to the PFEs, we are explicitly seeking feedback beginning with our Annual Title 1 Meeting in August, and will continue to seek targeted feedback at each SAC meeting and budgeted event. The plan will be more robust than the 23-24 SY plan: we will seek feedback verbally, recorded in the minutes and agendas of these events, QR surveys in each presentation, and will also share these surveys in our newsletter, email blasts, and on the school website.

**Describe the school's plan to provide its PFEP in a language and format all parents can understand.**

The PFEP is currently offered on our website in English and Spanish, and we have a request link for obtaining a copy in other languages. Next year, we will add Russian to the main site platform as well.

**Describe the school's plan to include parents and families in the joint development of the required Title I Compact.**

At the Annual Title I Meeting and at the final SAC meeting of the year, we will continue to seek parent feedback in the crafting of our compact.

**Describe the school's plan to educate its staff on the importance of parent and family engagement.**

During our beginning of the year faculty meeting, we will review school-wide data announce our PFEP initiatives that are Being implemented for the upcoming school year in an effort to increase family engagement. Additionally, BTMS has implemented parent call logs to emphasize the importance of parent communication between teachers and families.

**Describe the school's plan of how it intends to build the capacity of their families to better support their student's academics at home and to understand the importance of family engagement.**

BTMS will hold an Annual Title 1 Parent Meeting. In addition, we will host a Transition to Middle School series, which will have a section of the presentation dedicated to the importance of collaboration between school and home throughout Middle School.

**Describe the school's plan for their required Annual Title I Parent Meeting.**

BTMS will hold its Annual Title 1 Parent Meeting prior to the first SAC meeting on September 5, 2025.

**Describe how and when the school intends to notify parents of their Right-to-Know.**

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BTMS will send out the Parent’s Right-to-Know letter within two weeks of a teacher starting who is not highly qualified in the area in which they are teaching.

**Describe how the school plans to coordinate with other federal, state and local programs to further help support families in their child’s academic journey.**

Many of our students that fall into the Foster, FIT, or Homeless subgroups also have an IEP, 504 or an ELL Plan. Our Foster, FIT, and Homeless subgroups that do not have an IEP, 504, or ELL plan will receive added support from our Title 1 academic interventionists. The students included in these subgroups will be “personally” invited to our PFEE through phone calls, emails, and postcards sent to their locations, as well as “personal invitations” given to them on campus. Students and families will walk away feeling connected to our school and more knowledgeable about the resources we can provide.

**Describe how the school plans to get input and feedback from their families as to decisions about how Title I funds are reserved and allotted for parental involvement activities.**

BTMS sent out a Title 1 Parent & Family Engagement Survey and used the results to drive our future planning. In addition, we provide and solicit feedback through our SAC meetings and Annual Title 1 Meeting.

**Describe how the school plans to provide opportunities for informed participation of parents with limited English proficiency, disabilities or migratory children.**

BTMS will continue to send information home in the students’ native language. In addition, we will hold multiple events to provide targeted support and resources for these subgroups. (For example: Public Schools Unlocked)

**Describe how the school will find out what meeting and event times best meet the needs of their families and what the plan will be to meet these times. Planning should include flexible meetings being offered to accommodate parents such as:**

BTMS sent out a Title 1 Parent & Family Engagement Survey and used the results to drive our future planning. BTMS will continue to survey families after each event.

- a.m. meetings/events
- p.m. meetings/events
- Mixture of a.m. and p.m. meetings/events
- Other (virtual, on-demand, etc.)

**Describe how the school will identify its top 3 barriers to family engagement and what efforts are planned to overcome these barriers.**

BTMS sent out a Title 1 Parent & Family Engagement Survey and used the results to drive our future planning. In addition, we provide and solicit feedback through our SAC meetings and Annual Title 1 Meeting.

**List top 3 barriers:**

**Steps or strategies that will be implemented to reduce the barrier:**

1. Flexible meeting times/Evening events

BTMS will offer both in person and virtual meeting times in addition to offering events that will allow families to attend both during and after school hours.

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2. Advanced notice of events	In addition to sharing individual events on our social media, newsletter and website, BTMS will create a master calendar of events to share with families at the beginning of the school year.
3. Personalized contact from classroom teachers regarding their child's progress	BTMS will make every effort to provide teachers with time to contact families individually regarding their child's progress.

**An annual evaluation of the effectiveness of the parent and family engagement policy/plan and activities is to be completed for participating schools, to ensure effectiveness. (Some of the evaluation information may not be available until the end of the school year).**

### 2023-2024 Parent and Family Engagement Event Evaluation:

Total Parent & Family Engagement Required 1% Allocation 23-24	Total Funds Expended	Total Funds Remaining
\$3,770.38	\$5,306.08	-\$1,535.70

**If funds remained at the end of the year, explain why funds weren't fully expended and a plan for expending all PFE funds next school year.**

Family Engagement Event Name	Date Event Occurred	Number in Attendance	Evidence Examined for Effectiveness	Was there a measurable impact on student achievement?
Transition to Middle School Event/Eagle Expo	4/10/24 + 4/16/24	TBD	Attendance, referrals, grades, and promotion rates for the 24-25 SY.	TBD
Walk the Halls	August 2024	Approx. 800	Parent Feedback Survey Results submitted in Crate.	Parent Feedback survey shows greater stakeholder satisfaction with the school and its communication/outreach practices. Greater stakeholder satisfaction correlates with greater school achievement over time, but final test scores and promotion rates are TBD. Referrals down.
ELL/FIT Foster	October 2024	Approx. 50	Parent Feedback Survey Results submitted in Crate.	Parent Feedback survey shows greater stakeholder satisfaction with the school and its communication/outreach

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				practices. Greater stakeholder satisfaction correlates with greater school achievement over time, but final test scores and promotion rates are TBD. Referrals down.
Annual Title 1 Meeting	September 2024	Approx. 15	Feedback recorded in minutes and survey.	Feedback in helping craft our PFEs, Title I Compact, and budget allocations is best practice for greater impact on the community.
SAC Meetings	August 24, November 23, January 24, March 24	Approx. 10	Feedback recorded in minutes and survey.	Feedback in helping craft our PFEs, Title I Compact, and budget allocations is best practice for greater impact on the community.
Career Fair	November 23	Approx. 300	Feedback from survey	96 parents signed up to attend the Career Fair with their child.  97% parents listed Classroom to Careers as Important on survey
Literacy Night	December 23	Approx. 500+	ELA FAST Scores	PM3 ELA FAST 49% proficiency up from 44% (22-23).

23-24 Parent Events Not Completed	Reason
N/A	N/A

<p><b>Considering your academic data, barriers to family engagement, successful events and events that need improvement, describe your schools overarching goals for the 2024-2025 school year that will be represented in the parent and family engagement events you are planning to have.</b></p>			
<p><b>2024-2025 Planned Parent &amp; Family Engagement Events</b></p>			
Event Name	Proposed Date	Evidence to Measure Effectiveness	Person Responsible for this Event
Literacy Night	Nov/Dec 2024	Post event survey of all stakeholders assessing engagement at the event,	BTMS Admin, Reinert

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		success of literacy activities, and requests for additional supports from parents. Goal - to engage parents in supporting literacy at home in all subject areas. Growth - parent engagement in literacy activities and participation at future events.	
Transition to Middle School Events	April/May 2025	We will push out a parent survey to gauge the effectiveness and relevance of the event for families so that we know how to improve the event. Since this event is specific for incoming 6th grade families, we will track cohort data from 6th-8th grade (attendance, discipline, state assessment)	BTMS Admin, Reinert
Family Help Series	Quarterly	This series is designed to assist families with Skyward, instructional apps, teacher communication and overall family involvement. This event will span over 4 sessions.	BTMS Admin, Reinert

Event Name	Level of Evidence (Strong, Moderate, Promising or Demonstrates a Rationale)	Evidence Link or Study	How this event strategy will impact your school's goal(s)

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<b>Proposed mid-year review date with SAC members:</b>	<b>Proposed end-of-year review date with SAC members:</b>	<b>Person responsible for PFEP reviews:</b>	<b>Actual date of mid-year review:</b>	<b>Actual date of end-of-year review date:</b>
January 2025	April 2025	Reinert/Jackson		